



DDA 75-5935

12 DEC 1975

MEMORANDUM FOR: Executive Secretary

SUBJECT : Personal Briefings for Mr. Bush

1. I have made arrangements with the appropriate Office Directors in the DDA to provide Mr. Bush with briefings on matters of personal interest to him at such time as he may desire. For your information, the subjects we are prepared to cover are as follows:

--Director of Logistics

- a. Automobile and driver
- b. Telephone service in automobile
- c. Telephone service in residence

--Director of Security

- a. Courtesies afforded the DCI by the DCI Security Staff
- b. Authority and policy with reference to the DCI Security Staff carrying firearms
- c. Alarm devices recommended for placement in the DCI's residence
- d. Polygraph policy, including statement that Presidential appointees are not included in polygraph coverage
- e. Recommendation that Security conduct a counter-audio inspection of Mr. Bush's residence and furniture
- f. A recommendation relative to a residential site survey

--Director of Finance

- a. Pay and deductions
- b. Payroll timing and method
- c. Leave (and fact that as Presidential appointee, the Director is not under the leave system)
- d. Earnings and leave statements

--Director of Personnel

- a. Arrangements relating to appointment papers
- b. Insurance programs available
- c. Retirement
- d. Credit union
- e. Employee Activity Association
- f. Assistance available from Central Processing Branch
- g. Fitness room

--Director of Medical Services

- a. Medical records
- b. Medical examinations
- c. Consultant services available

2. For planning purposes, it should be noted that it would be preferable that certain of these briefings be combined, i.e., Personnel/Finance, Logistics/Security, and that the briefing by the Director of Medical Services be arranged as a private session between and Mr. Bush.

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John F. Blake
Deputy Director
for
Administration

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TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI		X		W
3	S/MC				
4	DDS&T				
5	DDI				
6	DDA				
7	DDO				
8	D/DCI/IC				
9	D/DCI/NID				
10	GC				
11	LC				
12	IG				
13	Compt				
14	D/Pers				
15	D/S				
16	DTR				
17	Asst/DCI				
18	AO/DCI		X		
19					
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21					
22					

16 Dec

SUSPENSE

Date

Remarks:

Jack Blake is prepared to initiate the attached at the appropriate time.

Executive Secretary

15 December 1975

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